

Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT
NUMBER: 11-161**

**SUBJECT:
Warehouse Supervisor, FSN-8**

**DATE:
10-10-11**

OPEN TO: All Interested Candidates/All Sources

FROM: Human Resources Office

POSITION: Warehouse Supervisor, FSN-8; FP-6*

OPENING DATE: October 10, 2011

CLOSING DATE: October 24, 2011

WORK HOURS: Full time: 40 hours/week

SALARY: *Ordinarily Resident (OR): 26,735 USD p.a. (Starting Basic salary)
(Position Grade: FSN-8)

*Not-Ordinarily Resident (NOR): 44,737 USD p.a. (Starting Basic salary)
(Position Grade: FP-6).

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

U.S. Embassy in Baghdad is seeking an individual to fill the position of Warehouse Supervisor in the General Services Office.

BASIC FUNCTION OF THE POSITION:

The incumbent supervises the Embassy Warehouse and its operations. This includes overseeing the expendable and non-expendable sections of the warehouse and work orders for each group of employees. Incumbent is responsible for warehouse inventory and will directly supervise warehouse team including day laborers. Incumbent is the Embassy Warehouse's primary liaison with the property staff and management, working directly with property to establish or monitor procedures and policies, resolve open work requests, and obtain technical details to draft communications to the customers. Incumbent ensures that resource management subsections meet standards on the delivery of the services to customers. Incumbent responds to requests, assigning tasks, monitoring performance, and report to GSO. Perform other related duties as assigned by the supervisor.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Education:** High School Diploma is required.
- 2. Experience:** Two years experience in supply management related areas (storekeeping, receiving, warehousing, etc.), of which one year should be supervisory.
- 3. Language:** Level III (good working knowledge) Reading/Speaking/Writing in English and Arabic is required. **Language skills will be tested.**
- 4. Knowledge:** Incumbent must have thorough knowledge of warehouse operations and procedures pertaining to warehouse operations. Must have good knowledge of computer (MS Office suit) with good typing speed.
- 5. Skills and Abilities:** Must have demonstrated supervisory skills to direct and supervise the warehouse unit. Ability to work effectively and diplomatically with customers and colleagues. Strong interpersonal, presentation and organizational skills. Must have valid driver's license.

SELECTION PROCESS:

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**

2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to BaghdadJobs@state.gov

To view the DS 174-Universal Application for Employment form (UAE) and application instructions, please click on below:

<http://iraq.usembassy.gov/jobsvacancies.html>

E-mails received without the appropriate subject line will not be considered.

Your e-mail must states the vacancy title and vacancy announcement number in the subject line, example: -11-161- Warehouse Supervisor

CLOSING DATE FOR THIS POSITION: OCTOBER 24, 2011

The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

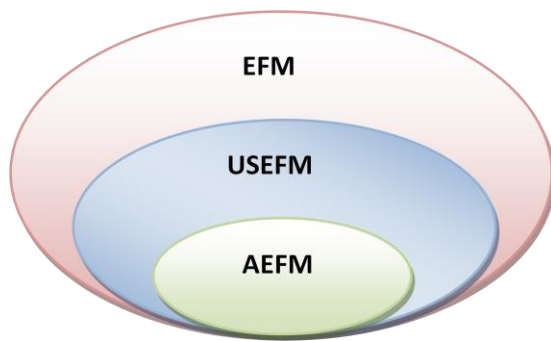
Approved: HRO/JMB

Cleared : GSO/AG

Drafted : HRA/MA

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and

Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

Vacancy Announcement

U.S. Embassy, Iraq



Announcement Number: 11-161	SUBJECT: Warehouse Supervisor, FSN-8	Opening Date: 10-10-2011 Closing Date: 10-24-2011
--	---	--

100% Time

The incumbent directs the receipt, storage and issuance of all supplies, furniture and equipment, both expendable and non-expendable located at the Embassy warehouse and within several hundred containers located both on the Embassy Compound, Prosperity and RONCO yard. Directs maintenance of all property records and insures compliance with USG regulations. Directs periodic inventories of all supply items and organizes the annual inventory process for the warehouse. Determines the usability of furniture, appliances (in conjunction with PAE contractor technicians) and household equipment and recommends when items should be disposed of. Also recommends when reupholster, refinishing, repairs and replacement of all furnishings should be done. Coordinate disposal sales for Property Disposal Officer. Fills out and signs disposal reports related to the warehouse.

Incumbent tracks/checks information in the ILMS database, related to the processing/tracking of property work requests, and provides general information with respect to property issues, including the furniture pool, inventory, accountability, and disposal procedures and regulations, and the processing of property work requests. Tactfully and responsively addresses customer complaints about the condition, age, style, or color of issued property, or policies related to the Furniture Pool.

Incumbent schedules appointments for deliveries with warehouse, requesting offices, or residential tenants. Schedules maintenance checks with PAE contractors for suspected appliance problems, and works with Facilities and Property to resolve policy issues related to residential appliances.

Oversees the preparation and distribution of residential property inventory to new employees during check-in briefing. Explains work-order procedures, and answers general questions, referring new arrivals to other sections, as appropriate. Follows-up and ensures household inventory reports are signed and returned to GSO Property in a timely fashion.

Schedules housing check-out appointments with departing employees, and provides guidance regarding procedures for checking out of USG furnished residences, specifically related to USG-property and liability for missing or damaged items.

The incumbent will be responsible for on-the-job training of all warehouse staff in the safe operation of a forklift and in warehouse safety procedures.

Drafts, updates, and distributes general policy and informational notices to customers, including admin notices, policy memoranda, TM-2, other "welcome to post" information, and articles for the post newsletter.